

## Little Traverse Bay Bands of Odawa Indians Job Posting

<b>Job Title:</b>	<b>Medical Assistant II</b>
<b>Department:</b>	Health
<b>Reports To:</b>	Clinic Manager/Medical Director
<b>FLSA Status:</b>	Non-Exempt
<b>Salary Level:</b>	\$13.54- \$18.32 per hr (\$28,163-\$38,106)
<b>Level:</b>	3
<b>Opens:</b>	<b>February 04, 2016</b>
<b>Closes:</b>	<b>February 25, 2016</b>

---

**SUMMARY** Perform and assist with clinical procedures, maintain equipment, perform laboratory procedures and provide direct patient care as assigned by nurse, physician and/or clinic coordinator.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Perform selected nursing and administrative duties.
- Prepare patients for examination and treatment. Take patient histories and vital signs.
- Prepare exam and treatment rooms with necessary instruments.
- Give injections and supplies casts, splints, and dressings.
- Use RPMS/EHR to review patient chart and to enter information into patient chart.
- Prepare and maintain supplies and equipment for treatment, including sterilization.
- Assist physician in preparing for minor surgeries, physicals.
- Assist with scheduling of tests and treatments.
- Provide general information on department policies and procedures.
- Order and maintain clinical equipment and supplies.
- Maintain patient files, records and other information.
- Compile and condense technical and statistical data for reports and records.
- Participate in professional development activities and maintain professional affiliations.
- Maintain patient confidentiality in compliance with HIPPA.
- Other duties as assigned within scope of position.

### **QUALIFICATIONS**

Knowledge of medical practice and care to assist in giving patient care. Knowledge of examination, diagnostic, and treatment room procedures. Must have knowledge of medical equipment and instruments to administer patient care, and common safety hazards and precautions to establish a safe work environment.

### **OTHER SKILLS AND ABILITIES**

Skill in taking vital signs. Skill in maintaining records and recording test result. Skill in developing and maintaining department quality assurance. Skill in establishing and maintaining effective working relationships with patients, medical staff, and the public. Ability to maintain quality control standards. Ability to react calmly and effectively in emergency situations. Ability to interpret to adapt and apply guidelines and procedures. Ability to communicate clearly. Strong computer skills, including data entry and software utilization skills are required.

**EDUCATION and/or EXPERIENCE**

Demonstrated competence in medical assistant role for a minimum of one year required. Graduation from an accredited Medical Assistant education program or equivalent combination of education and experience is required. Additional formal education in a health care field is desired.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Valid drivers license, reliable transportation, and must be insurable by LTBB. Must maintain license and insurability throughout duration of employment in this position.

**COMMENTS** Indian Preference will apply.